

# KALAMAZOO COMMUNITY FOUNDATION

## Employment Opportunity

The Kalamazoo Community Foundation's Community Investment Team supports our mission by leading our responsive grantmaking program, initiatives and other community leadership activities.

**Community Investment Assistant** : We are currently looking for an energetic person with top-notch customer service and administrative skills to provide support to this team in a variety of ways. The Community Investment Assistant also needs to thrive on frequent interaction with staff, members of our board and committees and the community.

### **Responsibilities :**

#### **Supports Community Investment staff**

- General clerical and administrative responsibilities including updating daily calendars, scheduling appointments, routing internal mail, and files and processes materials.

#### **Supports community investment projects and initiatives related to program priorities.**

- Assists with meeting preparation including materials, notebooks, coordinating details, planning/ordering refreshments and room set-up/breakdown.
- Organizes central filing location for reference materials and maintains program references including best practice research related to initiatives.

#### **Supports the Learning Network of Greater Kalamazoo**

- Coordinates and assists with meeting preparation including materials, notebooks, coordinating details, planning/ordering refreshments and room set-up/breakdown
- Compiles post event evaluation and follow-up, such as event expense reports or additional mailings
- Provides general administrative support for the Learning Network
  - Compiles and manages data and coordinates communication of information with internal and external partners.
  - Organizes central filing location for reference materials and maintains program references including best practice research related to initiatives.

### **Knowledge, Skills & Abilities:**

#### **Required:**

- Associates degree in business or related field or an equivalent combination of training and relevant work experience.
- Two to four years of progressively more responsible experience in an office environment.
- Strong verbal/written communication skills.
- Strong computer skills including word processing, spreadsheet and database applications.

#### **Preferred:**

- Coursework in communications, social work, sociology, and/or psychology.
- Experience working with nonprofit organizations, volunteers, event planning, and data base reporting

- Qualified candidates may express interest in this position by submitting their application and resume to [hr@kalfound.org](mailto:hr@kalfound.org).
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